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1922/23

Marquette University

THE ROBERT A. JOHNSTON COLLEGE OF ECONOMICS

DEPARTMENTS OF COMMERCE
ACCOUNTING AND FINANCE

BULLETIN OF MARQUETTE UNIVERSITY
SERIES IV VOL. 7 NUMBER 7 JULY, 1922



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COLLEGE OF ECONOMICS
UNIVERSITY OF MILWAUKEE
JULY 1922

ANNUAL CATALOGUE COLLEGE OF ECONOMICS 1922-1923

PUBLISHED MONTHLY BY MARQUETTE UNIVERSITY
1115 GRAND AVENUE
MILWAUKEE, WISCONSIN

Entered as SECOND CLASS Matter April 12th, 1916, at the Post Office at Milwaukee,
Wisconsin, Under the Act of August 24th, 1912.

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CALENDAR 1922-1923**1922**

September 11, 12, 13..... Entrance Examinations.
September 13, 14, 15..... Registration.
September 14, 15, 16..... Conditioned Examinations.
September 18..... Classes Begin.
November 30..... Thanksgiving Recess Begins, 4 P. M.
December 4..... Classes Resumed, 8 A. M.
December 22..... Christmas Recess Begins, 4 P. M.

1923

January 3..... Classes Resumed, 8 A. M.
January 25..... Semester Examinations Begin.
February 1, 2..... Registration.
February 5..... Second Semester Begins.
February 22..... Washington's Birthday.
March 16..... President's Day.
March 23-April 2..... Easter Recess.
April 3..... Classes Resumed, 8 A. M.
April 5, 6, 7..... Conditioned Examinations.
May 30..... Memorial Day.
June 6..... Semester Examinations Begin.
June 15..... Commencement.

HOURS FOR CONSULTATION

The office of the Dean, first floor of the Administration Building of Marquette University, 1115 Grand Avenue, will be open for consultation daily, except Sunday, during the two weeks preceding September 18 and during the week preceding February 1, 9-11 a. m., 3-5 p. m., 7:30-8:30 p. m.

Appointments will be made by the Dean at other hours agreeable to both parties, should the above hours be inconvenient.

Students must register promptly at the specified time.

INFORMATION

For information concerning the College of Economics address The Registrar, 1115 Grand Avenue.

OFFICERS

REVEREND HERBERT C. NOONAN, S. J.	President
REVEREND ALBERT C. FOX, S. J.	Vice-President
REVEREND ENGENE RUDGE, S. J.	Treasurer
CHARLES R. ATKINSON	Dean
DR. H. L. BANZHAF	Business Manager
MARY L. MELZER	Registrar

FACULTY

CHARLES R. ATKINSON, A.M., Ph.D.	Professor of Business Administration and Political Science
EDWARD AZUOLA, B.S., A.M.	Professor of Spanish
ROBERT N. BAUER, B.S.	Professor of Chemistry
CLYDE BELFORD, C.P.A.	Professor of Accounting
ALFRED V. BOURSY, A.M.	Professor of Modern Languages
REVEREND GEO. A. DEGLMAN, S. J., A.M., Ph.D.	Professor of Psychology
JOHN McDILL FOX, LL.B., A.M.	Professor of Law
B. A. KIEKHOFER, A.B., C.P.A.	Professor of Accounting
REVEREND JOHN B. KREMER, S. J.	Professor of Physics
JAMES A. LOSTY, A.M., Ph.D.	Professor of Commerce and Transportation
REVEREND PAUL MUEHLEMAN, S. J., A.M.	Professor of Mathematics
FRANK J. MURRAY, A.B.	Professor of Economics
ANTONIO J. PROVOST, A.M.	Professor of French
JOHN J. ROCHE, A.M.	Professor of Banking and Finance
J. E. McCARTHY, Litt. B.	Assistant Professor of English
HAROLD E. SWEENEY, A.B., M.S.	Assistant Professor of Banking and Finance
NAND SINGH, M.A.	Assistant Professor in Commerce and Transportation
J. A. BOOK, B.C.S.	Instructor in Accounting
DANIEL C. CURTIS	Instructor in Sales Management and Business Law
ROBERT J. DEMPSEY	President Credit Manager's Association
	Instructor in Credits and Collections
R. E. DERBY	Office Manager Journal Co.
	Instructor in Office Management

E. J. FINK.....Office Manager F. Mayer Boot & Shoe Co.
Instructor in Accounting

WM. LECHTENBERG, A.B.Instructor in German

HERBERT HIRSCHBOECK, A.B., LL.B.....
.....Instructor in Business Law and Public Speaking

RAYMOND F. JAEKELS, M.A., LL.B.....Attorney
Instructor in Business Law

J. A. KEOUGH.....General Factory Accountant, Allis Chalmers Co.
Instructor in Accounting

ARTHUR S. LANGMAS, A.B.,.....Instructor in Accounting

A. A. NAULIN.....Sales Manager
Instructor in Salesmanship

L. C. PROESCH.....Credit Manager Palmolive Co.
Instructor in Credits and Collections

DENNIS REGAN, A.B., LL.B.....Attorney
Instructor in Business Law

HARRISON SAUDEK.....Real Estate
Instructor in Real Estate

A. W. SEILER, M.A.,.....Cramer-Krasselt Co.
Instructor in Advertising

FRANCIS SHAUGHNESSY, A.B., LL.B.....
.....Instructor in Public Speaking

W. A. SHEAFFER, M.A.Instructor in Accounting

RUSSELL P. THIERBACH.....Insurance Statistician
Instructor in Insurance

ASA WALDRON, B.C.S., C.P.A.....Instructor in Accounting

ROBERT WITTIG.....Manager R. G. Dun Collecting Agency
Instructor in Credits and Collections

GENERAL INFORMATION.

The Robert A. Johnston College of Economics was organized in 1910 for the purpose of providing a thoroughly training for those who wish to devote themselves to business careers.

THE AIM OF THE COLLEGE OF ECONOMICS

The object of the College of Economics is to give to the student a comprehensive knowledge of the manifold principles and factors that underlie the activities of commercial life and to emphasize their practical application to the various branches of industry. The method of training imparts to the student a true and correct outlook on life, fosters a high sense of honor, inculcates habits of industry, and impresses upon him a deep realization of his responsibilities in his chosen life-work.

THE MODERN DEMAND FOR EFFICIENCY

The College of Economics aims at a higher object than that of the ordinary business school. Its courses are essentially of a university and professional character.

In all fields of modern endeavor there is a strong demand for more efficient service. This is particularly true of the more intricate affairs of commerce, industry and finance.

To supply this demand many universities have added courses in Economics and Business Administration to their curricula. They all realize that, while there is no dearth of men qualified for mere clerical positions, very few are fitted for managerial and executive responsibilities. These latter require not only intelligence and energy, but also wide knowledge, deep training, staunch character and personal initiative. Business careers are more and more looked up to as professional careers and call for a correspondingly greater amount of mental equipment.

DEVELOPING EFFICIENCY

An intelligent and strong grasp of the wider interests of industrial life is essential to the highest business success. The College of Economics grounds the student in the fundamental business principles and conditions and gives him a carefully organized fund of special information regarding the various forces which vitally influence and direct the movements of industry.

THE FACULTY

The Faculty is composed partly of full time professors who give their entire time to teaching and research, and partly of successful men in the various branches of business and professional life. They all co-operate in maintaining a high standard of efficiency.

LIBRARY FACILITIES

The Samuel Marshall Library of the College of Economics contains standard works indispensable for supplementary reading.

The magnificent public library of the city is within two blocks of the School of Economics. The arrangement of the library is an ideal one for students, who have access to all the books for consultation and study, and may with special privilege take home with them as many books as are necessary for the preparation of essays, debates, etc. The main library and its eight branches contain 342,194 volumes. Students may also avail themselves of the Municipal Library in the City Hall.

OPPORTUNITY FOR SELF-SUPPORT

The location of Marquette University in Milwaukee, a city of half a million inhabitants, one of the chief manufacturing centers of America, affords unparalleled advantages to the needy student. It is very easy for students to earn their board, for example, by serving about two hours daily in cafes, hotels, or restaurants. Others earn enough on Saturday afternoons to help materially toward their maintenance. Many, while keeping up their studies, finance themselves entirely.

These statements are based upon fact. Any student can secure a position if he has the proper amount of aggressiveness. However, he should not expect to obtain work before the second or third week of his stay in Milwaukee.

The student should avail himself of the services of the Students' Free Employment Bureau.

Additional information concerning employment will be cheerfully given, but the University as such does not bind itself to secure positions for all prospective students.

ADVANTAGES OF URBAN LOCATION

It is safe to say that while Milwaukee is one of the largest industrial centers of the United States, it is also the city which produces a more diversified line of manufacture than any other. It draws its supply of raw materials in convenient proximity; secures its fuel by the Great Lakes water route at low rates; has ample transportation connections to ship its products to the four ends of the earth; enjoys a skillful, industrious and peaceful labor constituency.

As a commercial center it possesses some decided advantages. As the metropolis of the great state of Wisconsin, which holds a high place among the leading agricultural states of the Union, it has become an important distributing center for all commodities. Its jobbing and wholesale houses, which have grown into great commercial enterprises, have extended their trade connections far beyond the boundaries of the state.

Because of its location Marquette University offers unparalleled advantages to the student. He can gain an insight into the practical side of his future profession while still attending his classes.

LIVING CONDITIONS

A Faculty committee examines all boarding and rooming houses and an approved list may be secured from the Registrar. This list will not be mailed out. The supply of rooming and boarding places greatly exceeds the demand so that prospective students need anticipate no trouble.

ORGANIZATIONS

THE MARQUETTE UNIVERSITY COMMERCE CLUB

In the fall of 1916 the Marquette University Commerce Club was formed in the College of Economics.

The purpose of the Commerce Club is to prepare the Economics students of the University more efficiently for work as business men and to bring them into closer touch with the commercial world. To this end meetings are held every two weeks throughout the year, devoted alternately to student programs and addresses by men who are prominent in the business circles of Milwaukee and other cities. Investigations of the workings of prosperous business establishments are made from time to time.

All students of the College of Economics are entitled to become members of the Commerce Club.

The co-operation of the leading business men of Milwaukee in the work of the Commerce Club insures for its members a connection the value of which can scarcely be overestimated. The transition from school to active business life is always a difficult one. The opportunities offered by the Commerce Club for overcoming this difficulty will increase with the years and activity of the organization.

THE BANDEROLE

The Banderole, the honor fraternity of the College of Economics, was organized in 1916. The purpose of this fraternity is to cultivate and further high ideals and to encourage loyalty and service. Members of the department are eligible to the fraternity provided they meet with the necessary requirements for admission. These requirements are based on scholarship, on upright character and on an active display of loyalty and service to the University and to the College of Economics.

The affairs of the Banderole are in the hands of the active members, who direct the policy of the fraternity and maintain its purpose and aims.

Candidates are notified months in advance of their prospective admission into the fraternity, and, if they pass their period of probation successfully, are initiated into the organization at the beginning of the second semester. Students are not eligible to the fraternity during their first year at the school.

NATIONAL COMMERCE FRATERNITY

Delta Chapter of Delta Sigma Pi fraternity was installed at Marquette University in the Robert A. Johnston College of Economics in April, 1920. Delta Sigma Pi is an international professional commerce fraternity organized to foster the study of business in universities; to encourage scholarship and the association of students for their mutual advancement by research and practice; to promote closer affiliation between the commercial world and students of commerce and to further a higher standard of commercial ethics and culture and the civic and commercial welfare of the community.

PRIZES

The College of Economics offers the following prizes for the year 1922-1923:

A prize of \$20 will be awarded to the student who has attained the highest standing during the academic year 1922-1923. The prize is open to all the students of the degree courses.

By gift of Delta Chapter of Delta Sigma Pi (International professional commerce fraternity) a Gold Key is awarded annually to that Senior, who upon graduation, in the opinion of the faculty ranks highest in scholarship for the entire course. The award of this key is made irrespective of membership in Delta Sigma Pi.

THE SCHOOL YEAR.

The academic year 1922-1923 will begin September 18, 1922, and will end June 15, 1923. There are thirty-six weeks, exclusive of vacations, devoted to school work. The year is divided into two semesters, each comprising eighteen weeks of class work. The last week of each semester is ordinarily devoted to examinations, thus leaving seventeen weeks each semester for class instruction.

TUITION AND FEES

No student will be admitted to classes before the fees for the current semester have been paid. No exception will be made and the student should come prepared. Tuition and fees once paid cannot under any circumstances be returned or transferred. A student who leaves the University for valid reasons during the year will be allowed credit for the paid tuition provided that he pursues his department studies within one year from the date of his withdrawal. Students make an implicit contract with the institution to observe these conditions when they pay their tuition.

Matriculation fee.....\$ 10.00

Tuition for the Academic year..... 125.00

First semester, \$75.00.

Second semester, \$50.00.

Athletic fee..... 10.00

Gymnasium fee.....	5.00
Union fee.....	5.00
Graduation fee.....	10.00
Laboratory fee, Chemistry or Physics.....	10.00
Breakage deposit for Laboratory students.....	10.00
Conditional examination fee (on date set).....	1.00
Conditional examination fee (not on date set).....	2.00
Commerce Club fee, per semester.....	.50

Students entering during the second semester will pay one-half of the year's tuition.

The regular number of hours for which tuition is paid is 16.

Students carrying more than 16 hours will be charged \$4 for each additional semester hour.

A maximum of 18 hours may be carried with the permission of the Dean by students who have maintained a standing of B the preceding semester.

No students will be allowed to carry less than 12 hours.

The athletic fee admits the student to all local contests free of charge.

Students who desire gymnasium lockers are charged \$2.

ADMISSION

I. GENERAL STATEMENT

Testimonials

All applicants for admission to the College of Economics must present satisfactory testimonials of good moral character.

The University requires for admission the satisfactory completion of a four-year course in a secondary school approved by a recognized accrediting agency or the equivalent of such a course. The major portion of the secondary school course presented by a student for admission should be definitely correlated with the curriculum to which he seeks admission.

All candidates for admission must offer fifteen units in acceptable subjects. No student will be admitted except on presentation of an official transcript of credits from the high school last attended. Credentials which are accepted for ad-

mission become the property of the University and are kept permanently on file.

Applications for admission, accompanied by proper credentials, should be presented to the Registrar at least one month before the opening of the semester, and will not be considered except by special action of the Committee on Admissions if presented later than two weeks before the opening of the semester. The University reserves the right to refuse to admit any student whose preparatory work is of such grade as to create a doubt regarding his ability to pursue college work successfully.

II. METHODS OF ADMISSION

Admission to the College of Economics may be obtained by one of the following methods: (1) By certificate; (2) by examination; (3) by a combination of the two methods.

(A) Admission by Certificate

A candidate for admission by certificate must be an officially recommended graduate of an accredited high school.

Deficiencies

No quantitative conditions are permitted. Every student must offer at the time of admission fifteen units in acceptable subjects. However, a student who offers fifteen acceptable units including the units prescribed for all curricula, but who is deficient in not more than two units in subjects prescribed only for the college or department which he wishes to enter, may be admitted to that college or curriculum, subject to the requirement that the deficiencies in question shall be removed before he may be registered for the second year's work.

A student with deficiencies must pay an extra tuition fee of \$12.50 each semester in addition to the regular tuition fees.

(B) Admission by Examination

Applicants who are not entitled to enter on certificate must take entrance examination in the entire number of units (page 10) and, if these are satisfactory, the candidate will be admitted, provided he presents supplementary evidence of preparation equivalent to that furnished by a four-year high school course. These examinations may be taken on the days indicated in the college calendar. Students desiring entrance examinations should inform the Registrar of the fact at least a week before the dates noted above.

Certificates of successful examinations before the College Entrance Examination Board will be accepted in lieu of matriculation examinations conducted by the University.

(C) Admission by Examination and Certificate

An applicant who has not been graduated from an accredited high school must pass entrance examinations in the following subjects amounting to five units:

Enlish	1 unit
Algebra	1 unit
Additional subjects to be designated by the Committee on Admissions	3 units
Total	5 units

The remaining ten units necessary to make up the fifteen units required for admission may also be made up in entrance examinations or may be offered by certificate from an accredited school.

(D) Admission on Probation

Graduates of four-year non-accredited high schools in Wisconsin will be admitted without examination on probation for one semester on the special recommendation of the principal, provided such graduates in their high school course have satisfied fully the requirements for admission to the University, and have maintained a standing of ten per cent above the passing mark in their preparatory work.

Graduates of other secondary schools outside of Wisconsin not accredited by a recognized standardizing body will be admitted on probation for one semester on the special recommendation of the high school principal provided (a) that such school is accredited by the state university or other recognized university or college within the state; (b) that the minimum admission requirements of Marquette University be fulfilled both as regards the amount, character, and quality of the work.

ADMISSION TO ADVANCED STANDING

Matriculated students may secure advanced standing either by examination or by presenting credits.

I. COLLEGES AND UNIVERSITIES

(A) By Examination

Advanced standing will be granted only by examination unless applicant is from an approved college. These examina-

tions are given without fee if taken within sixty days after matriculation; if taken later, a fee of five dollars is charged for each examination.

(B) By Transcript of Record

Candidates for admission from institutions of collegiate rank of recognized standing may be granted the same standing as at the former institution upon presenting in advance of registration:

1. A certificate of honorable dismissal.
2. An official transcript of college credits, with specifications of courses and year when taken, hours, and grades. Such courses must be collegiate, and not professional or vocational in character.
3. An official certified statement of entrance credits and conditions, showing the length of each course in weeks, the number of recitations and laboratory exercises, each week, the length of recitation and the mark secured.
4. A marked copy of the catalogue of the college previously attended, indicating the courses for which credit is desired.

II. NORMAL SCHOOLS

(A) In Wisconsin

(1) **Two-year college courses.** Advanced credit will be granted for college studies up to sixty credits for two years' full work, provided the student, at the time of entering the normal school, was fully prepared to enter the Freshman class of the College of Economics.

(2) **Two-year professional courses.** The credentials of students and graduates of these courses will be examined individually. If their preparatory studies are satisfactory, they may be given advanced standing varying from thirty to sixty credits depending on the nature and amount of work taken in the normal school.

(B) Outside Wisconsin

Students will be granted such credit as their former work entitles them, provided that, in addition to their high school and normal school certificates, they also present an official statement showing what evaluation their State University would allow for their normal school work.

III. JUNIOR COLLEGES

Students from Junior Colleges will be admitted to advanced standing in the College of Economics upon fulfillment of the conditions stated above under I (a, b).

UNCLASSIFIED STUDENTS

UNCLASSIFIED STANDING

A graduate of a four-year accredited secondary school who does not meet the requirements for admission to freshman standing may, upon recommendation of his principal, be admitted as an unclassified student. Such a student will be allowed to enroll for those courses only for which he has had adequate preparation. By virtue of his classification, he is not a candidate for degree, but he may ultimately become a candidate for a degree by fulfilling as part of his college prescriptions all the requirements for entrance to and graduation from college in which he is registered. An unclassified student is required to register so that all entrance deficiencies will be removed by the end of his first year of residence. Failure to comply with this requirement will render a student ineligible for readmission until all deficiencies have been removed.

ADULT SPECIAL STUDENTS

The rules governing the admission of adult special students are as follows:

1. For admission to any college or school of the University, a special student must be at least twenty-one years of age.
2. A student from an accredited high school will not be admitted to this classification if he has been in attendance in the high school during the previous year.
3. All available certified credits for previous school work must be submitted to the Registrar and an application blank for admission as a special student filled out, giving, in addition to other information, the kind of work desired, the reasons for desiring such work, and, when no credits can be presented, a detailed statement of any previous educational work and practical experience.
4. By virtue of his classification, a special student is not eligible for any degree. He may ultimately become a can-

dicate for a degree, however, by completing the admission requirements of the college in which he is registered.

5. Registration as a special student is for one semester only. Re-registration will be refused if the student has not shown satisfactory earnestness and definiteness of purpose, or if his work has not been good.

Two-year Limit. No one may register in the University as a special student for more than two years.

ENTRANCE PROCEDURE

Correspondence concerning admission should be addressed to the Registrar, Marquette University, Milwaukee, Wisconsin.

A. CREDENTIALS

Undergraduate students should send credentials by mail to the Registrar as follows:

(1) For Admission by Certificate from an Accredited School

Application forms for admission by certificate which are to be used in every case may be had on application to the Registrar. Certificates must be made out and signed by the principal or other recognized officer of the high school and mailed by him directly to the Registrar. A catalogue of the school, if published, describing the course of study in detail, should accompany the certificate. All credentials should be mailed at least one month before the beginning of the semester in order to secure prompt attention. Compliance with this request will save applicants much inconvenience.

It is expected that the principal will recommend not all graduates, but only those whose ability, application, and scholarship are so clearly marked that the school is willing to stand sponsor for their success at college. The University reserves the right to require entrance examinations in the case of candidates for admission whose certificates show grades below 80 per cent in the prescribed units. No certificate will be accepted unless the holder has spent the last year of his high school course in the school issuing the certificate.

(2) For Admission with Advanced Standing from Another Institution

Applicants for admission who have been dropped on account of poor scholarship by another institution shall not be granted advanced standing for any work done in that institution. Students from other colleges must first have met the

entrance requirements of this University. The amount of advanced credit to be granted by certificate will be estimated by the Committee on Admissions and will not be written into the permanent records until the student has been in residence in the University for one semester.

B. MATRICULATION AND REGISTRATION

(A) Students in Residence

Former students will register for the following semester on the days announced on the bulletin boards and in the University catalogue. They will proceed to the Dean's office there to arrange their schedule for the coming semester.

(B) New Students

Procedure for new students will be as follows:

1. In case they come from a secondary school or another college they must present credentials to the Registrar and secure a certificate of admission. This should be done by correspondence as stated above. No students will be allowed to register after the first week of the semester without qualifying by the aid of an approved tutor.

2. They should matriculate in the office of the Dean of the College of Economics. Matriculation is granted on presentation of the proper certificate of admission entitling the student to enter the University. As evidence of his membership in the University the student is given a matriculation card. This card should be retained at all times as it must be presented whenever membership in the University is to be demonstrated by the holder.

3. They will then register, in the same office, for the courses of study to be pursued during the ensuing semester. For this purpose the student will be given a registration card for the semester on which, after consultation with the Dean and with his approval, the courses desired will be entered.

4. The student will then proceed to the Bursar's office and pay the University fees for the ensuing semester. Here he shall present the matriculation card and the registration card. On payment of the fees, the Bursar will stamp the matriculation card and return it to the student, together with a receipt for tuition and other fees. Names of students will not be sent to instructors as entitled to attend classes until

all fees have been paid. Students shall not receive credit for work for which they are not properly registered.

CHANGES IN REGISTRATION

1. After the first day of the semester change of registration is permitted only (1) with the written consent of the Dean; (2) on payment of a fee of one dollar for each change thus made. In case the change is made upon the initiative of the University authorities no fee is required.

2. Change of Courses

Changes in registration must be made officially in the Dean's office and must be approved by him. This applies to courses dropped, courses added, and changing from one course to another. No change in registration may be made after the fifth week of the semester. Students who drop a study without permission will be marked F on the Registrar's books. If a student is permitted at his own request to drop a course after attending the class for five weeks or more, he will be given a grade of F which becomes a part of the permanent records just as if he failed at the end of the course.

3. Change of Curriculum

(a) A student desiring to change from one school to another in the University must present a petition to the Registrar approved by the Deans of both Schools or both Freshman Advisers concerned in the change of course.

(b) If a minor, he must also present the written consent of his parent or guardian. The Registrar will then record the change and notify both Deans or Advisers. In the course that he enters, the student must complete all deficiencies under the direction of his Dean or Adviser.

SUBJECTS ACCEPTED FOR ENTRANCE

Candidates for admission to the Freshman class shall present entrance credits amounting to fifteen units representing four years of high school work. A unit is a series of recitations or exercises in a given subject pursued continuously throughout the school year of not less than thirty-six weeks. The number of class exercises required a week for each unit shall be five. Double periods are required for laboratory courses.

Not more than four units may be offered in any one subject. Not less than a full unit will be accepted in the first year of any language, and then only when it is followed by two units in another language. Half units will be accepted, but only when presented in addition to integral units in the same subject, or in half-year subjects which constitute a complete course in themselves, e. g., solid geometry.

Not more than three units will be accepted from the vocational group and not more than one unit in any single subject in this group.

The major portion of the high school course offered for admission should be definitely correlated with the curriculum to which the student seeks admission. Subjects which may be offered for entrance and the number of units which will be accepted in each subject are as follows:

GROUP A. Required Units

English	3 units
Mathematics	2 units
History	1 unit
Science	1 unit

GROUP B. Restricted Units

One foreign language	2 units
or Science*	1 unit
or History*	1 unit

GROUP C. Elective Units

Enough electives must be chosen from this group to make, together with those from GROUP A and GROUP B, a total of twelve units. The following list shows the minimum and maximum amount of matriculation credit allowed in each subject.

Foreign Language:

Latin	2-4 units
Greek	1-3 units
French	2-4 units
German	2-4 units
Spanish	2-4 units

*In addition to the requirements in the subjects under GROUP A.

Mathematics:

Advanced Algebra	$\frac{1}{2}$ unit
Solid Geometry	$\frac{1}{2}$ unit
Trigonometry	$\frac{1}{2}$ unit

Science*:

Biology	1 unit
Chemistry	1 unit
Physics	1 unit
Botany	$\frac{1}{2}$ -1 unit
Zoology	$\frac{1}{2}$ -1 unit
Physical Geography	$\frac{1}{2}$ -1 unit
General Science	$\frac{1}{2}$ -1 unit
History	1-4 units
Civics	$\frac{1}{2}$ -1 unit
English†	1 unit

GROUP D. MISCELLANEOUS

The remaining three units may be selected from the commercial, industrial, or vocational subjects counted towards graduation in an accredited or recognized high school with the understanding that no subject may be presented for less than half a unit of credit, nor more than one unit of credit in any single subject in this group.

GRADUATION REQUIREMENTS**BACHELOR OF SCIENCE**

The degree of Bachelor of Science is conferred upon the recommendation of the faculty of the College of Economics subject to the following conditions:

1. The candidate for the Bachelor's degree must have spent at least one year in residence in the College of Economics of Marquette University.
2. He must have completed at least 128 semester hours of work and have earned 128 credit points.*

*To count as a prescribed science subject these courses must include laboratory work.

†In addition to the requirement in Group A.

*For a grade of A in a given course, the student will receive three times as many credit points as there are hour credits in any course; for a grade of B, twice as many credit points; for a grade of C, as many credit points as hour credits; while D gives hour credits but no credit points. For example: A four-hour course in which the student receives A, gives twelve credit points; if the grade is B, 8 credit points; if C, 4 credit points. The maximum number of credit points that can be secured by a student is 384; the minimum, 128.

3. He must have pursued one of the three courses of study outlined in this bulletin.

4. He must have presented to the faculty an acceptable thesis.

MASTER OF SCIENCE

The degree of Master of Science is conferred upon the recommendation of the faculty of the College of Economics subject to the following conditions:

1. The candidate for the Master's degree must have a Bachelor's degree from Marquette University or from an institution of equivalent standing.

2. He must have devoted one year exclusively to graduate work and must have completed 24 semester hours of work.

3. He must have passed a satisfactory examination in all his work.

4. He must have presented a typewritten or printed thesis giving evidence of satisfactory advanced research.

SCHEDULE OF COURSES

To be taken by all candidates for the degree of Bachelor of Science. All Freshman and Sophomore students follow the same prescribed course of studies. In his third year, the student elects a course in General Business, Accounting, or Banking and Finance and follows the schedule of studies outlined for the course chosen throughout his third and fourth years in the College.

FRESHMAN YEAR

First Semester	Credit Hours	Second Semester	Credit Hours
English I	3	English I	3
Modern Language	4	Modern Language	4
Industrial History	2	Economic History of U. S...3	
Economic Resources	2	Political Science	3
Business Mathematics	3	Business Mathematics	3
Laws of Thought	2	*Elementary Accounting ...	2

*An approved elective may be substituted for elementary accounting by students who present evidence of a satisfactory high school course in bookkeeping. Students who take both a modern language and elementary accounting the second semester of the Freshman year may omit Political Science until a later period of their course.

SOPHOMORE YEAR

Accounting I	3	Accounting I	3
Business Law I	3	Business Law II	3
Principles of Economics ...	3	Principles of Economics ...	3
English II	3	English II	3
Modern Language	4	Modern Language	4
Salesmanship	2	Sales Management	2

GENERAL BUSINESS COURSE**JUNIOR YEAR**

Financial Organization I ..	3	Financial Organization II ..	3
Public Speaking	3	Public Speaking	3
Business Administration ..	2	Municipal Government	2
Principles of Marketing	2	Marketing Problems	2
Labor Movement	2	Labor Legislation	2
Credits and Collections	2	Real Estate	2

Approved Electives

SENIOR YEAR

Practical Psychology	3	Business Ethics	3
Corporate Organization	3	Corporation Finance	3
Investments	2	Industrial Management	2
Transportation	2	Foreign Trade	2
Research	2	Research	2

Approved Electives

ACCOUNTING COURSE**JUNIOR YEAR**

Corporation Accounting ...	3	Corporation Accounting ...	3
Corporate Organization	3	Corporation Finance	3
Financial Organization I ..	3	Financial Organization II ..	3
Business Administration ...	3	Industrial Management	2
Cost Accounting	2	Cost Accounting	2

Approved Electives

SENIOR YEAR

Auditing	2	Auditing	2
Accounting Problems	2	Accounting Problems	2
Business Psychology	3	Business Psychology	3
Municipal Government	2	Municipal Government	2
Research in Accounting	2	Business Ethics	3
Office Management	2	Governmental Accounting..	2

Approved Electives

BANKING AND FINANCE COURSE

JUNIOR YEAR

Financial Organization I ..	3	Financial Organization II ..	3
Corporate Organization	3	Corporation Finance	3
Credits and Collections	2	Economic Problems	2
Public Speaking	3	Public Speaking	3
Labor Movement	2	Labor Legislation	2

Approved Electives

SENIOR YEAR

Banking Theory	3	Banking Practice	3
Practical Psychology	3	Investments	2
Principles of Marketing	2	Marketing Problems	2
Transportation	2	Foreign Trade	2
Stock Exchanges and the Money Market	3	Business Ethics	3

Approved Electives

DESCRIPTIONS OF COURSES

BUSINESS ADMINISTRATION

1. Principles of Business Administration

The course is designed as a general survey of modern business procedure. The development of business enterprise is concisely treated. General principles of business organization and administration; problems of employment and welfare work; production routine; special wage systems; scientific management and efficiency movements; marketing and sales organizations; purchasing and receiving; control of labor. First semester. Three hours.

Text: Gerstenberg: "Principles of Business."

2. Industrial Management

A scientific treatment of the underlying principles of the management of an industrial enterprise. The general theory of industrial and plant location will be studied. Consideration will be given to the following topics: Continuous and assembling manufactures; the building and workers; power problems; types of management (military, functional and departmental); the labor force; record of workers; record of raw materials and finished goods. Second semester. Two hours.

Text: Duncan: "Principles of Industrial Management."

3. Office Management

The principles and methods of organization and administration of office forces; the field of the office manager; departmental and unit methods of organization; the selection, leasing and layout of an office; methodizing the means of communication; handling the office mail; routine of filling orders; nature, scope and personnel of filing; the control of correspondence; stenographic department; stenographic work; methods of controlling stenographic output; handling office detail; the work of the business departments; purchases and stores; work of the traffic department; handling credits, collections and complaints; sales management; advertising department. Second semester. Two hours.

Text: Galloway: "Office Management."

4a. Commercial Organization I (Raw Materials)

This course attempts to familiarize students with the methods and problems of marketing raw materials. Various kinds of raw materials such as farm products, forest products, etc., will be discussed. The geographic environment of the productive regions will be considered together with an analysis of the transportation, warehousing, and marketing of commodities in their raw state.

Supplementary to classroom discussion, visits will be made to warehouses, produce markets and elevators. Each student will be required to take a commodity and trace it through the whole marketing process. Produce exchanges, especially the Produce Exchange of Chicago, will receive attention. Reports will be required of all students registered in this course. First semester. Two hours.

4b. Commercial Organization II (Manufactured Products)

The methods and problems of marketing manufactured products; an intensive study of the problems confronting the organizer of a business, sales manager, advertising manager and purchasing agent. An analysis of the market; trade organization; chain stores; mail order houses; co-operative stores; department stores; financial organization of sales department; advertising and credit departments.

Individual reports and investigations will be required as in Commercial Organization I. Second semester. Two hours.

5. Practical Psychology

A course in applied psychology of personal efficiency, explaining the personal factors that make for achievement in life. The course includes a study of man's power, physical and mental, together with practical directions to apply them rightly. It considers the activities of the senses and the mind, ideas, judgments, reasoning, memory,

imagination, association of ideas, interest, attention, concentration, habit and habit-formation, the value and cultivation of the emotions.

The course further comprises a study of the will and the importance of will training, self-control, initiative, self-reliance, self-respect, loyalty, enthusiasm, service, etc.

In order to unify all these elements they must be directed intelligently to a clearly conceived goal, to an ideal. Hence analysis is made of the right kinds of ideals, which must be based on sound principles, covering all the departments of life and consistently applied to circumstances as they arise.

All the powers of man thus governed by an ideal through the intelligent efforts of the will constitute character and lead to the greatest asset in personal efficiency—as well-balanced personality. One semester. Three hours.

Text: Deglman: "Essentials of Psychology."

6. Business Ethics

In this course are treated the subjects belonging to general theory; the nature of the moral act, the distinction between moral good and moral evil, moral habits, natural and positive moral law, conscience, rights and duties. The application of the general principles of ethics to particular, individual and social rights and obligations; the right to proper life, honor; the rights and obligations of domestic society, marriage and divorce; civil society, its nature and forms; the rights of civil authority; church and state; the ethics of international relations, peace and war. Second semester. Three hours.

Text: Coppen's "Moral Philosophy."

7. Business Law I

Contracts. Elements of a contract; consideration; agreement; parties to a contract; consent; fraud; duress; illegal contracts; interpretation of contracts; discharge of contracts, etc.

Negotiable Instruments. Rights of the holder; liability of the parties; discharge of negotiable instruments; bills of exchange; checks; promissory notes, etc.

Agency. Nature and formation; extent of authority of agents; duties and liabilities of principals and agents; termination of agency; special forms of agency.

Partnership. Nature and formation; rights and duties of partners; dissolution and its consequences.

Corporations. Nature and formation; capital and stock; management of corporations; corporate powers; liability of shareholders to creditors; dividends; dissolution of corporations.

Some of the above subjects will be studied with great detail and supplemented by special treatises. First semester. Three hours.

Text: Walton: "Business Law."

8. Business Law II

Sales. Sales of personal property; nature of the contract of sales; the Statute of Frauds; passing of the title; warranties accompanying sales; performance of the contract; conditional sales; mortgages on personal property.

Bailments. Nature of bailments; bailments for benefit of bailor and bailee; mutual benefit bailments.

Carriers. Common carriers; carrier's liability during transit; carriers of passengers; innkeepers; telegraph companies.

Guaranty and Suretyship. Nature and form of the contract; scope and interpretation of the contract; rights of surety after payment; discharge of surety.

Insurance. Formation of the contract; special provisions of the policy; life insurance; accident insurance, etc.

Real Property and Tenancy. Nature and classification; title to real property; title by deed; mortgages of real property; landlord and tenant.

Wills. Requisitions to make a will; revocation of wills, probate of wills; executors and administrators.

Some of the above subjects will be supplemented by special treatises. Second semester. Three hours.

Text: Walton: "Business Law."

ACCOUNTING

A preliminary course in elementary accounting must be taken by all students who have not had a satisfactory course in book-keeping in the high school.

Elements of Accounting

This course prepares students for admission to the advanced courses based on Walton's Graded System of Accounting. It assumes no knowledge of the subject on the part of the student. The fundamental principles are thoroughly explained and are illustrated through

the medium of a practice set, numerous exercises and business papers. No university credit will be given for this course to students who take accounting as a major. Second semester. Two hours.

Text: Sheaffer: "Metropolitan System of Bookkeeping."

ADVANCED ACCOUNTING

1. Constructive Accounting

The object of this course is to lay a solid foundation for the courses which are to follow. To secure absolute thoroughness and coherent development, Walton's Graded System of General Accounting is used. The course includes: The elements of accounting; single and double entry; debits and credits; journalizing, posting and trial balances; closing books; proprietor's accounts; partnership accounts, etc. Advanced analytic study of accounting; analytic study of the balance sheet; assets and liabilities; depreciation; capital stock; profits; surplus and reserves; sinking funds; counting-house methods and business practice, etc. A series of graded exercises, based on the text and lectures, will be given to insure the student's thorough grasp of the principles and facility in their practical application. First and second semesters. Three hours.

2. Corporation Accounting

Corporate formation; books of account; stock accounts; capital, assets, investments; working and trading assets; real estate; leaseholds; mortgages; buildings, maintenance and expense; basis of valuation of machinery and tools; depreciation and fluctuation; raw materials and their cost; notes receivable and bills of exchange; interest on notes; goodwill, its nature and theory; deferred charges as assets; organization and promotion expenses; advertising; liabilities; sales; discounts; trade and cash discounts; bonds; secret reserves; sinking funds; profits and earnings; capital expenditure; capital receipts; dividends. First semester. Three hours.

3. Cost Accounting

Analysis of the sources of cost; tracing the cost from the raw materials through the processes of production to the finished product; apportioning costs; cost of labor; cost of management; cost units; analysis of costs to determine the relative efficiency of various departments; trading as distinguished from manufacturing costs; installing and operating cost systems; cost keeping according to the most satisfactory methods. All courses will be accompanied by a well-graded series of problems which apply the principles studied to practical affairs. These problems form a continuous course running through the second and third years. First and second semesters. Two hours.

4. Auditing

Qualifications of an auditor; objects of an audit; responsibility of an auditor; conduct and process of an audit; appraisals; various kinds of audits, such as mergers and consolidations, Board of Trade and Stock Exchange, life insurance companies, breweries, municipalities, clubs, public service corporations, electric light and power companies, electric railways, steam railroads, banks, executor's accounts, consignments, contractors' accounts. First and second semesters. Two hours.

5. Accounting Problems

The work of this course is based upon a solution of accounting problems which are designed to train the student to interpret facts and to draw correct inferences, expressing the result through the medium of suitable statements. First semester. Two hours.

6. C. P. A. Quiz Course

This course is conducted to prepare candidates for the examination for Certified Public Accountants. Students are trained to work out problems and questions under conditions substantially the same as in the examination room. Practical Accounting problems, Auditing and Theory of Accounts are dealt with. Papers set in various C. P. A. examinations, particularly those of Wisconsin, are worked over and discussed. The instruction is largely individual. Second semester. Two hours.

7. Practical Accounting Systems

Description and explanation of the accounting systems employed by various types of business, including the accounts of municipalities and those required by executors and administrators. First and second semesters. Two hours.

Not given in 1922-23.

8. Governmental Accounting

A course dealing with all phases of governmental accounting, national, state and municipal. Scope and field of governmental accounting. Governmental statements of Profit and Loss. Governmental Balance Sheets. Use of statistics in governmental accounting. Municipal accounting. Auditing of municipal accounts. State accounting. Budget and Budget Making—State, county, municipal. Utility accounting—municipally owned. Utility auditing—municipally owned. First semester. Two hours.

9. Research Course in Accounting

Entirely a seminar course involving original investigation of advanced accounting problems. Preparation of theses of candidates for the B. S. degree who major in Accounting. Open to seniors and advanced students only. First and second semesters. Two hours.

BANKING AND FINANCE**1. Financial Organization**

This course is a general survey of the structural and functional aspects of the main financial institutions of modern industrial society. It lays the foundation for advanced courses in finance. The principal forms of financial institutions studied are: Money and monetary systems; credit and credit instruments; marketing of low grade and high-grade securities; foreign investment trusts; stock exchange; trust and saving institutions; practical operations of the Commercial Bank; commercial paper and Discount Companies; business cycles; World War and the Federal Reserve System. First and second semesters. Three hours.

Text: Moulton: "The Financial Organization of Society."

2. Corporate Organization

The place of the corporation in modern economic organization. Various forms of corporate organization, advantages and disadvantages. Pre-incorporation considerations, corporate location, corporate capitalization, economic and legal aspects; corporate control, entries of directors and officers, meetings of stockholders and officers; stock transfers and records, committee procedure. A survey course intended to prepare students for corporation finance and problems of business finance. First semester. Three hours.

Text: Fox and Roche: "Corporate Organization and Control."

3. Corporation Finance

This course comprises an intensive study of the financial structure and functions of the modern business corporation. After a preliminary survey of the role which the modern corporation plays in our industrial society, corporation securities will be studied. This will include an analysis of the following: capitalization and common stock; forms of bonds; bonds secured by pledge, specific property or credit; equipment obligations; preferred stock; convertible issues. This will be followed by a discussion of the promotion of a corporation; the work of the promoter; the banker and promotion; financial plans of new underwriting syndicates. Administrative problems will next be analyzed, comprising a study of the accounting of depreciation; of

special reserves, of the management of surplus, of sinking funds and of voting trusts. Finally attention will be given to the expansion, failure and reorganization of the corporation. Second semester. Two hours.

Text: Dewing: "The Financial Policy of Corporations."

4. Banking Theory

An advanced course dealing with the theoretical aspects of modern banking. It aims to present a working knowledge of the principles governing the modern commercial bank. It includes an analysis of the following subjects; deposits versus notes; mobility and expansion; over-expansion and contraction; domestic clearings and exchange; international clearing; reserve organization and utilization; protective reserves; requirements of a good banking system; history of banking in the United States; banking in England, France, and Germany; organization and operation of the Federal Reserve System. Prerequisite, Finance I or II. First semester. Three hours.

Text: Westerfield: "Banking Principles and Practice."

5. Banking Practice

This course undertakes to give the student a technical knowledge of the internal management of banking institutions. The major emphasis will be placed on credit analysis and the solution of practical banking problems. Regular visits of inspection will be made to the principal banks of Milwaukee. Attention will be given to the following topics: management of the bank; the bank as a going concern; over the counter receipts and other receipts; paying; clearing; transits; collections; the foreign exchange business; methods of handling foreign exchange; accumulation of exchange through commercial credits; selling exchange and import collections; foreign drafts; travelers' credit; loans and discounts; bank accounts; the general ledger; audits and examinations; forms of fiduciary activity. Prerequisite Finance IV. Second semester. Three hours.

Text: Westerfield: "Banking Principles and Practice."

6. Stock Exchange and the Money Market

A study of the development of the mechanism of the modern stock exchange and the money market. The course will include a treatment of such topics as the evolution, scope and function of Wall Street; stock market investment and speculation; the listing of securities; the New York Stock Exchange; Curb Market and Consolidated Exchange; reading the market; manipulation and corners; constructive criticism of Wall Street; Wall Street and the Federal Reserve System; Wall Street and the World Market. Prerequisite, Finance I and II. First semester. Three hours.

Text: Huebner: "The Stock Market."

7. Financial History of the United States

Among the topics considered in this course are the finances of the colonies and the Confederation; the development of banking facilities; the independent Treasury System: tariff legislation; crises and depressions; development of the monetary system; taxation and public expenditures; the public debt. Second semester. Two hours.

Text: Dewey: "Financial History of the United States."

9. Investments

Elements of sound investment; computation of net earnings; amortization rights and convertibles. Markets and their influence in price fluctuations of securities. Government, state, municipal, railroad, steamship, gas and electric, water power, real estate, timber, irrigation securities. Transfer and assignment, taxation, interest rates and bond yields. A study of foreign bonds, both state and municipal, will conclude the course. First semester. Two hours.

Text: Lagerquist: "Investment Analysis."

10. Bonds and Bond Selling

A thorough practical study of the various kinds of bonds and the work of bond houses. The instruction in selling methods is accompanied by numerous illustrations and student practice work. Prerequisite, Finance IX. Second semester. Two hours.

Text: Chamberlain: "The Work of the Bond House."

11. Real Estate

A practical course dealing with the business problems connected with the sale, purchase and management of real estate. The following topics are included in this study: real estate brokerage; contracts in real estate; auction sales; liens; taxes and assessments; the transfer of titles; deeds; bonds and mortgage; leases; methods of arriving at the valuation of real estate; surveyor's relation to real estate; work of the architect; problems of management, etc. Second semester. Two hours.

12. Credits and Collections

Forms of credit. Classes of credit and credit machinery. Duties and qualifications of the credit man. Elements determining the credit risk. Sources of credit information. The financial statement. Construction and analysis of statements. Legal remedies of the creditor. Extensions, compositions and adjustments. Bankruptcy, involvency, and receivership. Credit safeguards. First semester. Two hours.

Text: Ettinger & Golieb: "Credits and Collections."

13. Research in Banking and Finance

This course will involve an original investigation of problems especially related to the prospective business field of the student. The technique of investigation, use of materials, and the assembly of facts will be discussed. At the beginning of the second semester the theses of candidates for B. S. degree will be selected and prepared for presentation to the faculty. The individual work will be done under the guidance of the instructor. Open only to seniors and advanced students. First and second semesters. Two hours.

ECONOMICS**1. Principles of Economics**

This course is designed to give a practical working knowledge of the fundamental underlying principles of modern business. Beginning with a characterization of modern industrial organization, the student is led to an analysis of the problems of production, including trusts and industrial combinations, value as it arises in the exchange of goods, human wants and their satisfaction in consumption.

Among other subjects the second half of the year will include money, credit and banking, international trade and protection, distribution of proceeds to rent, wages, interest and profits. First and second semesters. Three hours.

Text: Ely: "Outlines of Economics."

2. Economic Resources

Geography of production; a study of geographical conditions and their influence of the commercial and industrial development of man; a descriptive study of the leading American industries; discussion of the products of the farm, forests, mines, quarries, etc. First and second semesters. Two hours.

Text: Smith: "Commerce and Industry."

3. Industrial History

The purpose of this course is to give the student an historical background preparatory to the study of commercial and industrial problems. It presupposes a general knowledge of mediaeval European history with special reference to the effect Continental affairs have had on England commercially and industrially. It outlines the organization of rural and town life and the rise of mediaeval trade and commerce, as well as economic changes from the time of the Black Death to the end of the Industrial Revolution. Topics such as Nationalism, the Individualistic Ideal, Liberal influences on Industrial Life,

and Democratic Influences on Industrial Life are covered. Particular attention is paid to the influence of English social and economic conditions on development in the United States. First semester. Two hours.

Text: Cheyney: "Industrial and Social History of England."

4. Economic History of the United States

The development of colonial institutions; the public land problems; agricultural development; growth of slavery; internal improvement; finance; development of banking; combinations of labor and capital; growth of transportation facilities; natural resources; large-scale manufacturing; commercial expansion; education and the general social life. Second semester. Three hours.

Text: Lippincott: "Economic Development of the United States."

5. Industrial Combinations

A study of the conditions and motives that have resulted in the great industrial combinations of the present time; the advantages and disadvantages growing out of them; the attitude which should be assumed toward their limitation and control; their future development. Some of these combinations will be studied in detail. First or second semester. Three hours.

Text: Jones: "Trust Problem in the United States."

6. Introduction to Statistics

A non-mathematical introduction to the methodology of statistics. Such subjects as the following will be discussed: The meaning and application of statistics; sources of statistical data; statistical units of measurement; practical application of methods to wages, prices, and profits; classification and tabular presentation; diagrammatic and graphic presentation; averages as types; principles of index number working; American price index numbers, e.g. Bradstreet's, Dun's, Annalist's, etc.; dispersion and skewness; comparison and correlation. Laboratory work will be required. Second semester. Two hours.

Text: Secrist: "An Introduction to Statistical Methods." Secrist: "Readings and Problems in Statistical Methods."

7. The Labor Movement

This course will include a study of the methods of organization and control of labor unions, industrial remuneration and industrial peace, labor legislation, court decisions in labor disputes, immigration, child and woman labor, convict labor, unemployment and industrial

education. First semester. Two hours.

Text: Carlton: History and Problems of Organized Labor."

8. Economic Problems

An intensive study of some of the greatest economic problems of the present century. The nature of Economic problems; tariff and taxation schemes; wages and labor. Public policy toward private industry; private property versus socialism. Second semester. Two hours.

Text: Fetter: "Modern Economic Problems."

COMMERCE AND TRANSPORTATION

1. Foreign Trade

A course in commercial organization in foreign trade. A survey of the foreign trade of the United States; a study of the opportunities for foreign trade; a detailed examination of the facilities and methods used in conducting import and export trade and of the activity of the Government in promoting such trade. Second semester. Two hours.

2. Transportation

This course will include a brief summary of the development of transportation facilities in the United States, including technical improvements; public aids to railroads; competition, rate wars, pools, traffic associations and consolidations; description of present railroad systems; organization of the freight, passenger, express and mail services; the Great Lakes service and traffic; water rates and the relation of water and rail carriers. First semester. Two hours.

Text: Johnson and Van Metre: American Railway Transportation."

3. International Commercial Policies

A technical study of the trade policies of nations in their dealings with one another; mercantile system; free trade; protection; reciprocity; most favored nation clause; commercial treaties and customs administration. Special attention will be given to present-day port regulations for entry and clearance, custom laws of important nations and economic phases of diplomacy. Second semester. Two hours.

POLITICAL SCIENCE

1. American Government

A study of the historical foundations, growth, development and practical workings of the American Government. The division of the

powers of government between nation and state, the limitations on each. The modifications made in the theoretical structure by the development of the doctrine of implied powers, the extension of the police powers of the state and the practical workings of modern politics will be studied in detail. Second semester. Three hours.

Text: Munro: "The Government of the United States."

2. Municipal Government

The place of the city in history. The position of the city in the political system of the United States. Government by commission. The city manager plan. Municipal Home Rule. Social problems and social activities of the city. The relation of the city to quasi-public works. First or second semester. Two hours.

Text: Munro: "The Government of American Cities."

3. Comparative National Government

A critical study of the structure and functions of the Governments of leading nations. Emphasis will be placed upon the making and amendment of constitutions and on methods of administration. The League of Nations idea. First semester. Three hours.

4. Principles of Labor Legislation

A systematic study of the general principles of labor legislation. The basis of labor law. Individual and collective bargaining. The Minimum Wage Movement in America and Australia. Hours of labor and the unemployment problem. Legal aspects of Safety and Health. Various forms of Social Insurance. Labor administration. Second semester. Two hours.

Text: Commons and Andrews: "Principles of Labor Legislation."

5. Public Finance

Nature and principles of taxation. Public Expenditures. Current tax laws will be emphasized, such as Income tax, Inheritance tax, General Property tax, Excess Profits tax, internal revenues, customs duties, public debts, national budgetary systems, the incidence of taxation, methods of war finance. Second semester. Two hours.

Text: Plehn: "Introduction to Public Finance."

MERCHANDISING

1. Salesmanship

Personal qualifications—the study of the science of salesmanship. The study and practice of the art of salesmanship. History of the three fields of salesmanship: Wholesale, retail and speciality and the relation of the salesman to each. History of the product and its dis-

tribution. A thorough study of the elements that make for success in selling; knowledge of goods to be sold; studying the prospective buyer and analyzing the modes and methods of arousing interest. Analyzing the different types of customers and how to deal with them. Personal efficiency as applied to business. How to develop a winning personality. First semester. Two hours.

2. Sales Management

Analysis and discussion of important problems of sales administration. The course specifically deals with the structure of sales organizations, and their correlation with the production, financial, purchasing and personnel departments. Attention is given to the direction of sales territory, location of sales departments, and routing problems. Management and training of sales personnel. Sales policies will be analyzed. The course is concluded with a study of the conduct of sales campaigns. Second semester. Two hours.

3. Essentials of Advertising

It is the aim of this course to present a general survey of advertising in all its main branches, supplemented by practice work in technique and class discussions of practical advertising and merchandising problems.

The chief subjects covered are: Preparation of copy; sources of data; psychology of appeal; color; laws of memory; emphasis inducing action; analysis of successful advertisements; mediums; trade-marks; art; engraving; lithography; electrotyping; type; paper; printing; direct literature follow-up system; house organs; selling methods; the campaign as a whole; the advertising agency. First semester Two hours.

4. Psychology of Advertising

This course explains the principles and factors which underlie the psychology of advertising. It takes into account memory, feelings and emotions, human instincts, the will and its various modes of action, habit, attention, value, analysis of deliberation and suggestion, in so far as they bear upon the problems of advertising from the standpoint of psychology.

These principles will be applied to the different types of advertisements. Second semester. Two hours.

5. Principles of Marketing

This is a detailed course in distribution. It gives a treatment of marketing methods in our present system of economic structure. The following topics receive consideration: General factors that affect

trade; status of the retailer; retail competition; chain store; mail order house; national advertising and price maintenance. Then attention is given to the status of the jobber and the service of the middleman. Finally, the market problems of the manufacturer are analyzed. Second semester. Two hours.

Text: Ivey: "Principles of Marketing."

6. Marketing Problems

The purpose of this course is to provide concrete problems in marketing. The problems examined are in the form in which they come before practical business men. The problems are developed by analysis and class-room discussion. Second semester. Two hours.

Text: Copeland: "Marketing Problems."

INSURANCE

1. Life Insurance

Nature and principles of life insurance; various kinds of life insurance and classification of policies; measurement of risks; rate-making; premiums; special forms of life insurance; organization and management of business companies; government supervision of life insurance; important phases of life insurance. First semester. Two hours.

2. Property Insurance.

Organization of fire insurance companies; the functions of fire insurance; the policy contract in fire insurance; parties to the contract; agency in fire insurance; the description of the property insured; the risk assumed; the term of the contract; special agreements indorsed on the policy; the reinsurance reserve; coinsurance; fire insurance rating; reinsurance; fire prevention; state supervision and regulation; other forms of property insurance. Second semester. Two hours.

3. Workmen's Compensation and Casualty Insurance

A discussion of the principles underlying workmen's compensation and the law of employer's liability; industrial accidents and their prevention; classification of risks; calculation of premiums. Accident and health insurance, and various forms of casualty insurance, such as automobile, steam-boiler, etc., will be discussed. Special attention will be given to Wisconsin legislation on insurance. Readings and reports will be required. Second semester. Two hours.

SOCIOLOGY

1. Principles of Sociology

A general survey, designed to give the student orientation in the social sciences. The course includes an analysis of the major concepts employed in sociological thought. Social causation, social evolution, and social effects are studied. Social attitudes, the results of the process of social interaction receive more attention than the pathological phases of society. Ethnocentrism, prestige, groupism, and radical mores, are emphasized. The objective point of view prevails. First semester. Three hours.

Text: Hayes: "Introduction to the Study of Sociology."

2. Social Problems

A scientific study of the more important social problems. The problems selected include poverty, crime, social degeneration, workmen's compensation, sickness, unemployment, old age and invalidity. Methods of investigation, diagnosis, and treatment are studied by means of selected cases. Second semester. Three hours.

MATHEMATICS

1. Applied Business Mathematics

The purpose of this course is to give first-year college students a thorough grasp of all the computations required in business as organized today. It will develop clearly what the business problem is in each case, why a particular method of solution is employed, and how the information obtained is used.

"Applied Business Mathematics" is in two parts. Part I covers all the calculations required in ordinary business practice, such as those connected with sales and profit statistics, payrolls, interest, depreciation, insurance, domestic exchange, taxes, building and loan association, etc. In the second semester of the course, short methods and checks, simple and weighted averages, progressions, logarithms and their commercial application, the slide rule, and practical measurements of angles, circles, polygons, irregular shapes, and solids. First and second semesters. Three hours.

Text: Edgerton and Bartholomew: "Applied Business Mathematics."

LAWS OF THOUGHT

The explanation of the forms of reasoning. Exposition of the sources of error in argument. Application of the reasoning process to study. Class exercises in the construction of correct argument and

in the unfolding of fallacies. (REQUIRED OF ALL FRESHMEN). First semester. Two hours.

Text: Poland: "Laws of Thought."

ENGLISH

1. Prose Composition

Textbook, lectures on the essentials and kinds of prose composition, daily themes. This course gives a discipline in the requisites of prose composition. Students who fail in this course cannot take up any other English work. (REQUIRED OF FRESHMEN). First and second semesters. Three hours.

2. Business English

A course specially designed to meet the need of business. Advanced work in exposition and argumentation particularly as exemplified in the composition of business letters. The details of business letters. First and second semesters. Three hours.

3. Public Speaking

Sources of thought and material for speech development; analysis of orations and practice in oratorical composition.

Extemporaneous oral composition from the written outline; planning the speech outline; the general ends; the aim and central idea; the main divisions of the speech; attention aroused by the factors of interestingness; action achieved by means of the impelling motives.

Delivery: forming the habit of effective conversation; developing the conversational mode for public delivery; enunciation and pronunciation; expression by control of breath, voice, time, action and gesture.

Application of the principles studied by daily practice in speaking insures a lasting understanding of the subject and effective ability to speak in public. First and second semesters. Three hours.

Text: Phillips: "Effective Speaking;" Houghton: "Elements of Public Speaking."

SCIENCE, MODERN LANGUAGES, ADDITIONAL MATHEMATICS.

Courses offered in these subjects in the Arts and Science department are open to students of the Economics department. For detailed description, consult the Arts and Science bulletin.

LIST OF STUDENTS IN THE ECONOMICS DEPARTMENT,
MARQUETTE UNIVERSITY, 1921-1922

Bohte, Anthony J.	Boland, Mae	Crotty, Russell G.
Albaly, Donald	Bongers, J. Alwyn	Crowley, Edna
Albrecht, Louis A.	Bongers, Leslie H.	Cluver, Mark
Allen, Wm. S.	Bonesho, Frank M.	Cunningham, Constance
Amrhein, George	Bonin, John A.	Dahlke, Harvey M.
Amundson, Arthur	Book, J. A.	Daly, Norbert M.
Anderson, Christian	Borgnis, Walter F.	Daley, Will M.
Anderson, Margrethe S.	Bossard, James L.	Danielson, Clarence D.
Anderson, Ruben A.	Botsch, Alfred P.	Daum, Arthur J.
Anson, George H.	Bott, Earl G.	Davidson, William L.
Ansorge, Byron G.	Bottkol, George J.	Davis, A. J.
Aranoff, E. Norton	Boyce, Curtis W.	Davis, Edwin B.
Archer, Hazel	Boyes, R. N.	Davis, G. M.
Arenz, Clyde E.	Boyle, Lawrence W.	Davis, Pahl G.
Armstrong, Nano	Brauch, Edwin	DeBrue, Jerome
Atkinson, Vera M.	Bronesky, Mrs. J.	Degler, Claude W.
Auchter, John F.	Brechler, Karl W.	Deller, J. Oswald
Austin, Allen S.	Broderick, Norman J.	DeLong, Fayette O.
Bach, James J.	Brooks, Thomas R.	Denessen, Dominic
Baez, Mary J.	Brown, Herbert	Diederich, Herbert N.
Bailey, John E.	Bruce, Harold J.	Dietrich, Edward J.
Ballet, John	Bruce, Virginia C.	Dolan, John J.
Balzer, Arthur J.	Bruens, Mabel A.	Donohue, Jerry F.
Bandlow, Louis	Buetemeister, Marion	Donohue, Leo P.
Barbian, Raymond	Bugenagen, Hugo C.	Donovan, James L.
Bark, Edgar A.	Busalacchi, Marie	Dooley, John V.
Bark, George A.	Bush, William D.	Dopke, N. A.
Barlow, Harold	Butler, William H.	Dowling, Mary
Barry, James W.	Butzin, Hattie	Drew, James F.
Barth, Otto	Cajski, Stanley J.	Dries, Jos. O.
Barzen, Bernard R.	Camin, Frieda P.	Duero, Joseph M.
Basso, Francis J.	Carey, Ida B.	Duffy, Arthur W.
Basting, Abe	Carmody, Bernard J.	Duford, Wilfred J.
Bauer, Clarence	Carr, Frank W.	Dunn, John F.
Bauman, Sidney	Carrigan, Margaret	Dunn, Joseph A.
Baumann, Irvin	Carroll, E. E.	Dupuis, Severe J.
Baumgartner, Ida	Carroll, John W.	Duquaine, Myron J.
Beck, Lester	Carroll, R. E.	Dwerlkotte, Leo H.
Beck, W. P.	Ceman, Walter T.	Ebert, Miss C.
Becker, Roy	Champion, Iden C.	Edmunds, Wade
Beckman, B.	Chapman, Robert G.	Edwards, M. T.
Bell, Gordon J.	Cherney, Charles A.	Egan, John M.
Belongia, Marion	Cherney, Ivan A.	Eggert, Erwin
Bender, Carl E.	Chris, Benedict	Eisenzaph, William J.
Bentin, A. E.	Christensen, Wm. B.	Ellmauer, Peter
Berg, Oscar E.	Cierpiszewski, G. L.	Emmerling, Hans F.
Bergen, Walter C.	Cizon, Harry	Empey, Sol
Berger, Gilbert A.	Claffey, Madeline	Emrich, Louise
Berger, Matthew A.	Clark, Gervase H.	Engelhard, Aloys A.
Berry, Frank G.	Clausen, Hans	Engelbert, LeRoy D.
Berry, Ralph L.	Cleary, Chas. W.	Erickson, Archie
Best, Herbert J.	Clement, E. J.	Eschen, H. E.
Bettiga, Don	Clune, Mathew L.	Eschenbach, Clarence
Bickford, Frank S.	Cobeen, Ray	Faber, James F.
Biebel, Leo J.	Coffey, Patrick W.	Falbe, Paul
Bird, F. Edgar	Collar, Carlson	Fanning, Henry C.
Bird, James N.	Collins, G. S.	Feiner, Elizabeth
Bishop, Gordon	Conley, Joseph M.	Fetherston, Wm. A.
Bittner, J. A.	Connell, Jos. W.	Feuerstein, T. L.
Blackburn, W. G.	Connor, Edmund M.	Fiddymont, Edward L.
Blackstone, E. W.	Conroy, John	Findley, F. G.
Blaney, James	Cooney, John J.	Fink, Emil A.
Blommer, Frank	Cordell, N. C.	Fischer, Ewald O. Jr.
Blommer, Jane	Corman, G. W.	Fischer, Frank C.
Bloodgood, David W.	Coveny, Matthew J.	Fitzgerald, R. J.
Bock, Herman	Coyle, Edna F.	Flynn, Clarence A.
Bodendoerfer, Elsie	Coyle, Mazie G.	Flynn, Frank
Boeck, M. L.	Cronin, Thomas V.	Forsberg, A. B.
Bohnert, Elmer R.	Crosby, Neil V.	Foxgrovier, Philip E.

Frank, Albert
 Frederickson, Ida B.
 Frederickson, Roy J.
 Freeman, Edward T.
 Freischmidt, E. W.
 Frisch, John A.
 Fritz, Edwin E.
 Fromstein, Myron J.
 Fuss, Joseph L.
 Gage, Erwin
 Gagnon, Ernest J.
 Gamble, W. A.
 Garot, Bernard W.
 Garrett, George W.
 Garvey, Joseph
 Gates, W. Whitley
 Gazett, Milton E.
 Gebhard, Cornelia M.
 Gebhardt, John A.
 Gemeinhartd, Wm.
 Geraghty, Jack
 Gerth, Frederick F.
 Gerrington, Richard H.
 Gibson, Arthur H.
 Gieske, Paul J.
 Gillespie, Ray
 Gilson, Joseph L.
 Glaubitz, Walter
 Gleissner, Rose
 Glocke, Carl M.
 Gloyer, Hildegarde
 Gmeiner, Alfred
 Goll, Sarah
 Goodman, Gerald A.
 Goosman, Harvey
 Goss, J. L.
 Grady, Cyril J.
 Grady, Loretta
 Granter, Ernest
 Grassl, Carl
 Greenwood, G.
 Groth, Paul H.
 Gruettner, George
 Gruebner, Clarence F.
 Gruetzmacher, Natalie
 Gruber, John L.
 Guenther, Orval H.
 Gunderson, Thos. J.
 Haag, Katherine
 Haas, Roy F.
 Habeck, Edna
 Habet, Daniel
 Hack, William J.
 Hackbarth, Wm. C.
 Hadrian, Otto
 Hagelgren, John R.
 Hall, David W.
 Hallgren, Carl M.
 Hamm, Albert E.
 Hampe, Albert E.
 Handl, Albert G.
 Hansen, George E.
 Hargarten, Rev. H. L.
 Harmann, E. C.
 Harmon, William
 Harris, G. Dudley
 Hart, Peter M.
 Hattstaedt, A. L.
 Haydel, Crystal
 Hayden, A. G.
 Hayes, Harold E.
 Hayes, James P.
 Hayes, Thomas J.
 Hecker, E. S.

Heeren, Roy J.
 Heid, R. J.
 Hemming, Edward F.
 Hende, J. H.
 Henderson, J. Lloyd
 Henke, Viola
 Heyer, Erwin
 Hilbert, Mary C.
 Hildebrandt, H. C.
 Himley, Earl O.
 Hirschman, Leola M.
 Hochstein, Frances
 Hoesch, Walter H.
 Hoffman, Alexander C.
 Hollensteiner, Elmer
 Holmes, Mildred L.
 Holtz, Harold L.
 Host, John J.
 Hottele, Elmer
 Howe, Clarence K.
 Hoye, L. G.
 Hrubesky, John C.
 Huberty, Ray C.
 Hudson, John J.
 Huebler, Louis J. R.
 Huettl, Robert J.
 Hutschenreuter, W. E.
 Huth, Robert C.
 Hynes, Francis M.
 Ilgner, Oscar
 Imse, Gilbert
 Itzin, Anthony
 Jacobi, Florence
 Jacobs, Kenneth L.
 Jacobson, Robin
 Jaques, E. W.
 Jaeger, Agnes M.
 Jaeger, Thomas E.
 Jamieson, Ray W.
 Janes, Guy E.
 Janka, Albert C.
 Jante, George P.
 Janzer, Bernard M.
 Jaragoske, Oliver P.
 Jeffers, James
 Jerabek, Joseph A.
 Jermain, A.
 Jerome, Wm. L.
 Jirak, Helen A.
 Jobe, Leo J.
 Johnson, Arnet E.
 Johnson, Dorothy
 Johnson, G. G.
 Johnson, Jos. N.
 Jones, Lloyd F.
 Joppek, Claire
 Kadow, Eugene L.
 Kaiser, Henry
 Kakatsch, Lawrence
 Kalisz, Edwin
 Kanowsky, Curt
 Kattner, Karl F.
 Kavanaugh, M. J.
 Kehr, Donald
 Kelbe, Alvin E.
 Kelley, Daniel
 Kelley, Frank M.
 Kelley, John W.
 Kelley, Martin J.
 Kellogg, Edward C.
 Kendergan, John J.
 Kerwin, C. A.
 Ketchpaw, Ross E.
 Ketchum, Cecil E.

Ketter, Fred
 Kiel, Will
 Kindt, Louis M.
 King, Happy A.
 Kings, John
 Kingston, Lilian M.
 Kjer, Louis
 Kleinheinz, Carl W.
 Kleis, Herbert H.
 Klocty, Marie
 Klug, Harvey
 Klumb, Erwin C.
 Klumb, Junius G.
 Klumb, Roland P.
 Kneifl, M. Raymond
 Knick, George W.
 Knickel, W. D.
 Knoblauch, A. H.
 Knoll, Ray A.
 Knorr, Rudolph R.
 Knudsen, Paul A.
 Koch, John W.
 Kocovsky, Anton
 Koenig, Charles
 Koenig, John G.
 Konle, Louis H.
 Korman, Claude R.
 Krause, Dewey
 Kreil, Thorkild
 Kress, R. C.
 Kreuz, Clarence
 Kroscher, Irene
 Kruepke, H.
 Krusing, Gladys
 Kuechle, Harold
 Kuenzle, Clare
 Kundert, Leo B.
 Kupfer, Edward C.
 Kurath, Gertrude
 Ladewig, Arnold C.
 Lafferty, Thomas G.
 LaFleur, A. J.
 LaFrance, Raoul
 Landwehr, H. W.
 Lange, John H.
 Langenohl, Gerald
 Langhoff, Henry
 LaPlante, Alpha N.
 Larson, Alma
 Lasnier, Leo J.
 Lawler, Edward F.
 Lawless, Richard J.
 Lay, Carlton E.
 Lay, Gerald
 Lay, J. J.
 Leach, Harold C.
 Leist, Edward
 LeFevre, Francis
 Leistikow, M. C.
 Lennon, Thomas
 Leonard, Pauline
 Levine, Larry L.
 Linahan, Mary
 Lindow, Edwin A.
 Loeffler, Ruth
 Loeb, Ralph E.
 Lofye, Gilbert A.
 Lord, Catherine
 Loth, Albert N.
 Loughlin, Albert F.
 Loughlin, John T.
 Lowe, Stanley
 Lueck, John
 Luedke, E. A.

Lunz, Gerald
 Lurquin, Louis J.
 Lutgen, J. H.
 Lynch, Margaret
 Lyons, James W.
 Machus, Paul
 Maes, Homer Jr.
 Mahony, Richard
 Mallinger, J. W.
 Manion, Anne
 Mann, Walter H.
 Manning, Catherine
 Manning, Claude H.
 Manshot, W. G.
 Manseau, Irene
 Markhoff, Clarence E.
 Markwiese, John G.
 Markwiese, William J.
 Martineau, T. Jennings
 Martinson, Lloyd G.
 Matascek, Elmer
 Matejcek, Frank B.
 Mathe, Madge E.
 Mathe, Stella
 Matthews, Vera
 Matuschka, C. J.
 Maurer, Edwin F.
 Maxon, Ethan D.
 Maxon, Milton
 May, Marie M.
 Mazzoni, Edward
 McAuley, John F.
 McBride, George
 McCall, Edward A.
 McCarthy, F. Clinton
 McCauley, Edward
 McCrory, Isabelle
 McCue, Richard
 McDonald, Charles W.
 McDonald, Richard
 McDonald, W. F. Mrs.
 McGivern, John J.
 Mc Govern, Earl W.
 McGrath, James A.
 McKee, Lawrence B.
 McKee, Robert A.
 McKinney, C. J.
 McKittrick, Francis L.
 McKoane, J. B.
 McKune, Edmund E.
 McMahon, Wm. E.
 McManman, Leonard J.
 McMillan, Wm.
 McNaughton, H.
 McNutt, Gordon E.
 Meara, John
 Mehringer, John
 Meighen, Joseph F.
 Meincke, Kurt
 Meisner, Melvin C.
 Menzel, Paul J.
 Mertz, Ray J.
 Meyer, Carl F.
 Meyer, Walter G.
 Meyers, Mary M.
 Meyland, Walter
 Miesbauer, Peter A.
 Milbrath, Elmer F.
 Miller, Myron J.
 Miller, Paul H.
 Miller, Raymond A.
 Minner, Ethel
 Molloy, Douglas N.
 Moran, Catherine
 Moran, Walter J.
 Morris, Irving J.
 Morrissey, James T.
 Morrissey, W. Leonard
 Morrissey, W. Leslie
 Morse, F. Ray
 Mott, Benjamin C.
 Mueller, Florence
 Mulder, Harry
 Munch, Vivienne
 Murphy, Catherine M.
 Murphy, Gertrude
 Murphy, James W.
 Murphy, Richard J.
 Murphy, Virgil C.
 Murphy, W. Jennings
 Murray, Daniel A.
 Murray, Milton
 Multhauf, S. Francis
 Mundt, F. W.
 Mycrs, Marvin R.
 Nash, George A.
 Nash, George O.
 Nash, LaVerne E.
 Nash, Roy
 Nee, Mae
 Nellis, Henry
 Nelson, Alexander
 Nelson, Arthur J.
 Nelson, Earle C.
 Nelson, Emil J.
 Nelson, Lenora M.
 Nelson, Walter
 Neubauer, Andrew H.
 Neumeyer, Frank X.
 Nevins, C. J.
 Nichols, R. H.
 Nichols, Walter S.
 Nicolai, Wm. J.
 Nielsen, Louis L.
 Nolan, Francis
 Nord, Eugene J.
 O'Brien, Wm. J.
 O'Hanlon, Gerald J.
 O'Hara, Marie
 O'Keefe, Irene M.
 O'Moore, Mary
 O'Sullivan, W. Bernard
 Onofrio, Joseph
 Orth, R. V.
 Ott, A. J.
 Pakenham, Ray D.
 Parsille, John E.
 Paulson, Erwin W.
 Peacock, Samuel E.
 Pearce, A. F.
 Pendergast, Patrick J.
 Pergande, Walter C.
 Perrin, Frank
 Perrizo, Clarence J.
 Petran, Beatrice
 Peterson, B. F.
 Peterson, Milton
 Pfund, Albert L.
 Pick, William C.
 Pickford, G. M.
 Pierce, Robert E.
 Pierick, William S.
 Pilon, Urban A.
 Pipenhagen, Wm. G.
 Ploss, Henry E.
 Podlasky, D.
 Pollock, Howard
 Popp, Mathew A.
 Powers, Leo
 Putnam, Robert
 Quinn, Richard K.
 Quinn, Veronica
 Raber, Edward
 Rack, William
 Rahr, Raymond J.
 Rank, Henry W.
 Rogan, Francis P.
 Ichse, Arthur P.
 Reichenauer, I.
 Reichmann, Walter C.
 Reiff, Charles
 Reinke, L.
 Rcopelt, Henry
 Reynolds, Monona
 Restle, Catherine M.
 Rheaume, Isidor C.
 Rice, Leo S.
 Rice, Sheldon
 Richter, Theodore, Jr.
 Riley, Gerald
 Riley, George J.
 Riley, J. Russell
 Ringrose, Everett G.
 Ripple, Marion
 Rische, Casper F.
 Robinson, G. H.
 Robson, A. W.
 Roder, Joseph M.
 Roesseler, Fred C.
 Ronan, Leo F.
 Ronan, Steve V.
 Rondou, Edgar
 Ronzani, Anthony B.
 Rose, T. O.
 Roscnak, Paula
 Rosenthal, Arthur G.
 Rothstein, Goldine A.
 Rohr, L. A. Mrs.
 Rom, Roy G.
 Rowlands, Royal
 Ruggles, Lillian
 Russell, Ruth
 Rutz, Erma F.
 Ryan, J. F.
 Ryder, G. H.
 Sadler, Clifford L.
 Sander, Fred C.
 Savage, J. L.
 Sawbridge, Robert M.
 Sawyer, Wallace E.
 Sayles, James W.
 Schantin, Della
 Scharer, John H.
 Schatzman, Ralph R.
 Schauer, Francis J.
 Scheid, Robert B.
 Schendt, Elsie
 Schendt, Wm. G.
 Scherer, John
 Schiefen, Edward W.
 Schlegel, Otmar W.
 Schmazow, Hilda
 Schmecel, Otto
 Schmidt, Helmuth
 Schneck, Walter J.
 Schneider, Wm. J.
 Schneller, Wm. M.
 Schoenecker, Jos. A.
 Schoeppe, Pearl
 Schomer, George J.
 Schremek, Charles

Schroeder, Neal J.
Schroeder, Raymond
Schudson, Charles
Schuler, Hiram B.
Schultheis, Theodore
Schultz, Arnold M.
Schulze, Roland
Schuster, Frank E.
Schutten, H. A.
Schwarting, Armin
Schwartz, Zolton S.
Schwellenbach, Benj. N.
Seeboth, Frances
Seeboth, George
Seibold, Ray W.
Sell, Elmer A.
Settersten, Victor C.
Sevenich, Roman R.
Shabart, Edwin
Shannon, Frank S.
Shapiro, Emory P.
Sheridan, Ralph P.
Sherry, Catherine
Shon, Jack
Siegert, Lucile
Simonet, Arthur A.
Sims, A. G.
Singh, Nand
Singleton, Catherine
Slater, H. E.
Smith, Everett G.
Smith, Garland B.
Smith, Herbert E.
Smith, Jack A.
Smith, Thomas O.
Snapper, Selina
Snavely, Nellie
Snyder, Walter H.
Sohns, Carrie
Somers, Robert J.
Spake, James
Spellman, Peter
Sperling, H. E.
Spielmann, Paul J.
Stadler, Edward H.
Stahnke, Fred
Stanton, Joseph O.
Steffen, P. A.
Stein, Joseph
Steinberg, Raymond R.
Stemper, Henry F.
Stemper, Herbert J.
Steybe, Irving

Stoecker, Margaret
Strachota, J. F.
Stumpf, Erwin
Studnicka, Joseph
Stumpf, Helen
Sughroul, Leo J.
Sullivan, Daniel L.
Sweeney, Harold E.
Symons, J. Roy
Tarbert, W. H. Jr.
Tallmadge, Mary
Tans, A. E.
Taylor, Robert R.
Taylor, Wm. H. B.
Tews, Walter F.
Thal, Francis H.
Theiler, John J.
Theisen, Clarence T.
Thelan, Jos. E.
Thewalt, Lyda E.
Thomas, Charles
Thomas, John R.
Thomas, Ruth
Thorpe, J. W.
Thorpe, T. W.
Tiefenthaler, E. J.
Tonandle, James J.
Treis, Norman J.
Urquhart, Grant
VanBeckum, Harold F.
VanDenberg, B. D.
VanEweyk, Howard
VanKooy, Adriana
Vaughan, Daniel J.
Vaughan, J. Edmund
Verthien, Jerome
Vertin, Mathew J.
Vesey, M. A. Mrs.
Vickerman, Leo
Vizay, Ruth L.
Vizay, Wilmer
Voclker, Clarence C.
Voell, Lester E.
Voelzke, John H.
Vogels, Alban F.
Vonier, Gilbert M.
Wacker, William F.
Waddleton, John J.
Wagner, Ernest
Wagner, Evelyn
Wagner, Newton V.
Walkama, John A.

Wallrich, Caspar
Walsh, Harry R.
Walters, Arthur A.
Walters, David C.
Wankusky, William
Ward, Joseph T.
Warner, H. A.
Watson, Alfred E.
Weber, Raymond A.
Wegener, Inez
Wehner, G. M.
Wehmier, Charles H.
Weinberg, Nathan
Weiss, Aaron L.
Werner, Adelaide
Werner, Curtis
Werner, Marie
Wesley, Richard A.
Wessel, Millard H.
West, Mildred
Wetzel, Arthur A.
Weyenberg, Lloyd V.
Weymier, Charles H.
Wheeler, Wm. J.
Whitney, Harry S.
Wieben, Ella
Wiener, Harry G.
Will, Ivor W.
Wilson, A. L.
Wilson, Chester R.
Wilson, Harry B.
Witmeyer, August J.
Wood, Maurice W.
Worden, M.
Wrenn, John A.
Wright, Wm. H. B.
Wry, Glenn
Wussow, Harry
Yapp, Bertha L.
Yapp, Nellie A.
Young, Geraldine
Zack, Ralph J.
Zahn, Gustave
Zartke, Louise
Zaumeyer, Harry F.
Zeeb, Alfred A.
Zepherin, Curtis W.
Ziebelman, Samuel N.
Ziehms, John Jr.
Zimmerman, J. A.
Zimprich, Frances
Zinke, George W.

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